



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

FEB 02 1990

DENR Special Order  
No. 92  
Series of 1990

SUBJECT: Authorizing the personnel of the Finance Division, Mines and Geosciences Bureau to render overtime services.

In view of the closing of the books of accounts and the increasing volume of financial transactions, the personnel of the Finance Division who are listed hereunder are hereby authorized to render overtime services from January 22, 1990 to January 31, 1990 subject to the submission of weekly output/accomplishments and be compensated by the hour in accordance with the provisions of Memorandum Circular No. 228 dated March 29, 1989 as implemented by National Budget Circular No. 410 dated April 28, 1989.:

Serena C. Gonzales	Estanislao G. Simpao
Ma. Dolora R. dela Paz	Josefina B. Manahan
Norma G. Soriano	Adelaida B. Calooy
Loyola M. Valdez	Avelino C. Caparas
Adonis S. Javier	Bernard de Lara
Eduardo Gutierrez	Servillano dela Cruz

The rendition of overtime services is necessary in order to update the book of accounts and to facilitate the preparation of year-end financial reports and statements to be submitted on or before the deadline set by the Commission on Audit and the Department of Budget and Management.

It is understood, however, that not all personnel listed in the work plan will render overtime services all at the same time. Some will render overtime services during Saturdays, Sundays and Holidays, others on rotation basis or as their services are needed.

Funds for the purpose shall be chargeable against savings in personal services of DENR, Mines and Geosciences Bureau.

APPROVED:  
By Authority of the Secretary

*provided that  
OT work  
is registered in  
the book &  
attified by immediate  
supervisor*

*[Signature]*  
ROLANDO L. METIN  
Asst. Secretary for  
Management Services

EQB/TLA/ACL/nbv